

SECTION 01 00 00
GENERAL REQUIREMENTS

1.1 GENERAL INTENTION

- A. Contractor shall complete work in accordance with Statement of Work titled, **"Repair & Upgrade MagLock for BSL-3 Lab"** and this General Requirements Specification Section 01 00 00.
- B. Visits to the site by Bidders may be made only by appointment with the Contracting Officer's Representative (hereafter, COR).
- C. All employees of general contractor and subcontractors shall comply with VA security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access.
- D. Prior to commencing work, general contractor shall provide proof that a OSHA certified "competent person" (CP) (29 CFR 1926.20(b)(2)) will maintain a presence at the work site whenever the general or subcontractors are present.
- E. Training:
 - 1. All employees of general contractor or subcontractors shall have the 10-hour OSHA certified Construction Safety course and other relevant competency training. All employees of the contractor or subcontractors acting in a supervisory capacity shall have the 30-hour OSHA certified Construction Safety Course.
 - 2. Submit training records of all such employees for approval before the start of work.

1.2 GENERAL CONTRACTOR ORIENTATION

- A. All contractor personnel shall complete the General Orientation for Contractors briefing which is approximately 5 minutes long. A copy of the briefing will be provided by the COR and the prime contractor shall maintain a weekly log of individuals trained.

1.3 CONSTRUCTION SECURITY REQUIREMENTS

- A. Security Plan:
 - 1. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.
 - 2. The General Contractor is responsible for assuring that all sub-contractors working on the project and their employees also comply with these regulations.
- B. Security Procedures:
 - 1. Badge Requirements: General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
 - a. Local ID (Minimum ID Requirement for All Employees Performing Work Under this Contract): All employees of the contractor and subcontractor(s) must display a VA issued badge (Local ID), with photograph, at all times on Medical Center property. Local IDs allow employees access to public areas of the Medical Center and the construction area, only.

(1) Employees of the contractor and subcontractor(s) shall provide two forms of identification (See Appendix C, this section) and a completed VA NWIHCS Police Service Fingerprint Request Form (See Appendix A, this section) to the COR not less than seven days prior to the employee starting work at the Medical Center. The COR will schedule an appointment with the VA NWIHCS Police Service for the employee to be fingerprinted and issued a Local ID. Employees shall not be allowed to work on Medical Center property until Local ID has been issued.

(2) All employees of the contractor and subcontractor(s) shall be fingerprinted by the VA NWIHCS Police Service. Fingerprints shall be forwarded to and kept on file by the VA Office of Personnel Management in Washington, D.C.

b. All employee information provided to the VA to meet the requirements of this section is protected by the Privacy Act of 1974. The VA follows the requirements of the Privacy Act, which protects personal information that the VA maintains in "systems of records". Information provided to the VA may not be disclosed unless permitted pursuant to 38 CFR 1.500 - 1.599. Records provided to and maintained by the VA may not be altered or destroyed, except as authorized by 38 CFR 1.579.

2. No photography of VA premises is allowed without written permission of the Contracting Officer.

3. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.

1.4 FIRE SAFETY

A. Applicable Publications: Publications listed below form part of this Article to extent referenced. Publications are referenced in text by basic designations only.

1. American Society for Testing and Materials (ASTM):

a. E84-2008.....Surface Burning Characteristics of Building Materials

2. National Fire Protection Association (NFPA):

a. 10-2006.....Standard for Portable Fire Extinguishers

b. 30-2007.....Flammable and Combustible Liquids Code

c. 51B-2003.....Standard for Fire Prevention During Welding, Cutting and Other Hot Work

d. 70-2007.....National Electrical Code

e. 241-2004.....Standard for Safeguarding Construction, Alteration, and Demolition Operations

3. Occupational Safety and Health Administration (OSHA):

a. 29 CFR 1926.....Safety and Health Regulations for Construction

- B. Site and Building Access: Maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.
- F. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads.
- G. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily.
- H. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- I. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.
- J. Existing Fire Protection: Do not impair automatic sprinklers, smoke and heat detection, and fire alarm systems, except for portions immediately under construction, and temporarily for connections. Provide fire watch for impairments more than 4 hours in a 24-hour period. Request interruptions in accordance with Article, OPERATIONS AND STORAGE AREAS, and coordinate with the COR. All existing or temporary fire protection systems (fire alarms, sprinklers) located in construction areas shall be tested as coordinated with the medical center. Parameters for the testing and results of any tests performed shall be recorded by the medical center and copies provided to the Resident Engineer.
- K. Smoke Detectors: Prevent accidental operation. Remove temporary covers at end of work operations each day. Coordinate with COR.
- L. Smoking: Smoking is prohibited in all buildings and within 30 feet of any facility entrance on Medical Center property.
- M. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily.
- N. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.

1.5 OPERATIONS AND STORAGE AREAS

- B. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the Contracting Officer. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.
- C. The Contractor shall, under regulations prescribed by the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.

- D. Workmen are subject to rules of the Medical Center applicable to their conduct.
- E. Execute work in such a manner as to interfere as little as possible with work being done by others. Keep roads clear of construction materials, debris, standing construction equipment and vehicles at all times.
- F. Execute work so as to interfere as little as possible with normal functioning of the Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by the COR.
 - 1. Do not store materials and equipment in other than assigned areas.
- L. To minimize interference of construction activities with flow of Medical Center traffic, comply with the following:
 - 1. Keep roads, walks and entrances to grounds, to parking and to occupied areas of buildings clear of construction materials, debris and standing construction equipment and vehicles.

1.6 INFECTION PREVENTION MEASURES

- A. In general, following preventive measures shall be adopted during construction to keep down dust and prevent mold.
 - 1. Dampen debris to keep down dust and provide temporary construction partitions in existing structures where directed by Resident Engineer. Blank off ducts and diffusers to prevent circulation of dust into occupied areas during construction.
 - 2. Do not perform dust producing tasks within occupied areas without the approval of the COR. For construction in any areas that will remain jointly occupied by the medical Center and Contractor's workers, the Contractor shall:
 - a. Adhesive Walk-off/Carpet Walk-off Mats, minimum 600mm x 900mm (24" x 36"), shall be used at all interior transitions from the construction area to occupied medical center area. These mats shall be changed as often as required to maintain clean work areas directly outside construction area at all times.
 - b. Vacuum and wet mop all transition areas from construction to the occupied medical center at the end of each workday. Vacuum shall utilize HEPA filtration. Maintain surrounding area frequently. Remove debris as they are created. Transport these outside the construction area in containers with tightly fitting lids.
 - c. The contractor shall not haul debris through patient-care areas without prior approval of the Resident Engineer and the Medical Center. When, approved, debris shall be hauled in enclosed dust proof containers or wrapped in plastic and sealed with duct tape. No sharp objects should be allowed to cut through the plastic. Wipe down the exterior of the containers with a damp rag

to remove dust. All equipment, tools, material, etc. transported through occupied areas shall be made free from dust and moisture by vacuuming and wipe down.

- d. Using a HEPA vacuum, clean inside the barrier and vacuum ceiling tile prior to replacement. Any ceiling access panels opened for investigation beyond sealed areas shall be sealed immediately when unattended.
- e. There shall be no standing water during construction. This includes water in equipment drip pans and open containers within the construction areas. All accidental spills must be cleaned up and dried within 12 hours. Remove and dispose of porous materials that remain damp for more than 72 hours.
- f. At completion, remove construction barriers and ceiling protection carefully, outside of normal work hours. Vacuum and clean all surfaces free of dust after the removal.

B. Final Cleanup:

- 1. Upon completion of project, or as work progresses, remove all construction debris from above ceiling, vertical shafts and utility chases that have been part of the construction.
- 2. Perform HEPA vacuum cleaning of all surfaces in the construction area.

1.8 WORK PERMIT FOR ABOVE CEILING

- A. Contractor shall be required to fill out a one page form to obtain an "Above the Ceiling Work Permit". This form shall be turned over to the COR two days before work is to be started.
- B. Upon issuance of a permit the contractor shall observe or perform the following:
 - 1. During work above the ceiling the contractor shall not have any more than 3 ceiling tiles out of place at one time.
 - 2. All ceiling tiles shall be replaced when the contractor leaves the area for any length of time.
 - 3. All ceiling tiles shall be replaced by the end of the work day.
- C. After work is completed an inspection will be performed by M&O personnel for unsealed fire penetrations, improper hanging of pipe, debris, etc.
- D. Contractor is responsible for proper hanging of pipe, cables, ductwork and the maintenance of existing fire penetrations.
- E. The contractor SHALL NOT be responsible for existing violations that occurred before the work began.

1.7 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the Resident Engineer. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the Resident Engineer before it is disturbed. Materials and

workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.

- B. Upon completion of contract, deliver work complete and undamaged. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.
- C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are indicated on drawings and which are not scheduled for discontinuance or abandonment.

1.8 USE OF ROADWAYS

- A. For hauling, use only established public roads and roads on Medical property and, when authorized by the Resident Engineer, such temporary roads which are necessary in the performance of contract work. Temporary roads shall be constructed by the Contractor at Contractor's expense. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed bridges.

1.9 INSTRUCTIONS

- A. Contractor shall furnish Maintenance and Operating manuals and verbal instructions when required by the various sections of the specifications and as hereinafter specified.

1.10 PROJECT CLOSEOUT - CONTRACTOR SUBMITTALS:

- 1. The contractor shall provide a comprehensive list, in table form, of all installed equipment and controls, that shall include the following information for each piece of installed equipment:
 - a. Equipment Name
 - b. Equipment Manufacturer
 - c. Model Number
- 2. Submittal Data for all hardware installed.



NWIHCS VA POLICE SERVICE FINGERPRINT REQUEST FORM



NAME (Last, First, Middle):	
SOCIAL SECURITY NUMBER:	
DATE OF BIRTH (YEAR/MONTH/DAY):	
ALIAS (MAIDEN NAME):	
GENDER:	RACE/ETHNIC BACKGROUND:
EYE COLOR:	HAIR COLOR:
HEIGHT: Feet: Inch:	WEIGHT: Lbs:
PLACE OF BIRTH (STATE OR FOREIGN COUNTRY)	
CURRENT STREET ADDRESS:	
CITY, STATE, POSTAL CODE:	
CITIZENSHIP:	
OCCUPATION:	
EMPLOYER / SCHOOL AFFILIATION	

AGENCY USE ONLY BELOW THIS LINE

TO BE COMPLETED BY HUMAN RESOURCES OR SPONSORING SERVICE

INDIVIDUAL'S VA STATUS:

FULL TIME VA EMPLOYEE	<input type="checkbox"/>	PART TIME VA EMPLOYEE	<input type="checkbox"/>	WITH OUT COMPENSATION (WOC)	<input type="checkbox"/>
AFFILIATING TRAINEE (STUDENT)	<input type="checkbox"/>	AFFILIATING FACULTY	<input type="checkbox"/>	CONTRACT EMPLOYEE	<input type="checkbox"/>
ASSIGNMENT OVER 120 DAYS	YES		NO		
PROVIDES DIRECT PATIENT CARE	YES		NO		
COMPUTER ACCESS REQUIRED	YES		NO		

VA POLICE USE ONLY

IDENTITY VERIFICATION	
DRIVERS LICENSE NUMBER:	STATE OF ISSUE:
OR	
PASSPORT NUMBER:	COUNTRY OF ORIGIN:
FINGERPRINTS CONDUCTED BY:	DATE COMPLETED:

The VA Police conducts fingerprinting in Omaha and Lincoln. Fingerprinting in Omaha is on a walk in basis Mondays-Fridays from 8:00 – 11:30 a.m. and Noon – 4:00 p.m. in the Main Hospital Room B804. For assistance or questions please call 995-5818. In Lincoln fingerprinting must be scheduled with Sgt. Mike Kardell at 402-489-3802 Extension 6641. In Grand Island fingerprinting is conducted by Human Resources, to schedule

CONTRACTOR PERSONNEL: FOR THE OMAHA AND LINCOLN FACILITIES SEND THE COMPLETED FORM TO CONTRACTING AT Building C, Room 101. FOR THE GRAND ISLAND FACILITY SEND THE COMPLETED FORM TO HR.

NOTICE: Access to this information is limited to AUTHORIZED PERSONS ONLY. Information may not be disclosed from this document unless permitted pursuant to 38 CFR 1.500 – 1.599. These records may not be altered or destroyed except as authorized by 38 CFR 1.579. This transmission is intended only for the use of the person or office to whom it is addressed and may contain information that is privileged, confidential, or protected by law. All others are hereby notified that receipt of this message does not waive any applicable privilege or exemption from disclosure and that any dissemination, distribution, or copying of this communication is prohibited. VA follows the requirements of the Privacy Act, which protects your personal information that VA maintains in "systems of records". If you have received this communication in error, please notify us immediately at the telephone number shown above. Thank you.

BACKGROUND INVESTIGATION REQUEST FORM- CONTRACT PERSONNEL

Type of Investigation Request: Low Risk (NACI)

(Position Description Record located in Master File in Contracting)

Fingerprints Completed: _____ (VA Police Staff Initials)

Location of VA where applicant will work: ☐ Omaha ☐ Lincoln ☐ GI

APPLICANT INFORMATION	
First Name	
Middle Name/Initial (if none, identify NMN)	
Last Name	
Phone Number	
Title	
Department	
Social Security Number	
Date of Birth (MM/DD/YYYY)	
Place of Birth (city, state, country)	
U.S. Citizen (Yes/No)	
E-mail address	
COMPANY INFORMATION	
Contracting Company Name	
Contracting Company POC (HR or Security Ofc)	
POC Phone Number	
POC E-mail	
Street Address	
City	
State, Zip Code	
CONTRACT INFORMATION	
COTR	
Contract Number	

Please fax completed form to the VA Nebraska-Western Iowa Health Care System, Omaha Division, Contracting Office at 402-449-0612, or hand carry to Bldg. C, Room 101

If you have any questions, please contact the Contracting Office at 402-995-4780

**NOTE: PLEASE COMPLETE THIS FORM ASAP –
COMPLETION REQUIRED PRIOR TO START OF CONTRACT**

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NEBRASKA-WESTERN IOWA HEALTH CARE SYSTEM**WORK ABOVE CEILING / PENETRATIONS OF FIRE BARRIERS PERMIT (Attachment A)****All Departments Planning to Work Above Ceiling or Penetrate any Fire Barriers Shall:**

1. Complete this form each and every time the work is to be performed above ceilings or on any fire barriers.
2. Submit the completed form for review and approval to the Maintenance & Operations (M&O) Department, at least 48 hours prior to the scheduled work unless it is deemed an emergency.
3. Receive M&O's approval prior to initiation of work, except in case of emergency repairs.
4. Inspect all work to ensure compliance with infection control and fire safety standards.
5. Report any pre-existing penetrations on fire barriers that are discovered during the work to the M&O.
6. Sign the "Confirmation of Compliance" portion of this permit *once the work is completed*.
7. Submit the signed and completed permit to the M&O office for records and also file a copy in your departmental file.

IMPORTANT: No more than 3 tiles out of place at one time. No ceiling tiles will be left out of the ceiling grid and unattended. All ceiling tiles will be replaced prior to the contractor leaving station at the end of the work day or 4:30 p.m. Monday – Friday. Any ceiling tile damaged will be replaced by the contractor—ceiling tiles will be supplied by the Engineering dept. **Containment Carts to be utilized when within Patient Care areas.**

Maintenance and Operations Department Shall:

1. Review and approve the requested work; and return this permit promptly to the requesting department.
2. Ensure that the appropriate M&O staff person serving the affected area is also notified and assigned to monitor and/or inspect the affected area as needed and upon completion of work.
3. Inform the responsible department managing the work of any specific issue and follow up on appropriate corrective action.
4. Determine how exactly to address any pre-existing penetrations reported by the department managing the work.
5. Maintain records of initial approval, as well as the final compliance confirmation, and work permit log sheet (Attachment B).

- Note:**
1. The department causing the penetrations is financially responsible for properly sealing the penetrations.
 2. M&O/Safety reserves the right to inspect each work site and stop the work if there is no permit.

Check One: _____ EMERGENCY REPAIR _____ NEW INSTALLATION _____ PLANNED REPAIR _____ PROJECT

TO BE COMPLETED BY THE REQUESTING DEPARTMENT

Requestor/COR: _____ Extension: _____ E-mail: _____
 Project/Dept: _____
 Building: _____ Floor: _____ Room or Work Location: _____
 Requested Date of Ceiling Access: _____ Approximate Time the work begins: _____
 Date Work Scheduled for Completion: _____ Approximate Time of scheduled completion: _____
 Reason for Ceiling Access: Communication Wiring _____ Electrical Wiring _____ Piping _____ HVAC _____ Other _____
 Estimated Number of Penetrations in Fire Barrier: _____ Actual Number of Penetrations made: _____
 Method and Type of Sealing Materials to be used in Fire Barrier: _____
 Department/Project Manager/COR Signature: _____ Date: _____
 Requestor's/COR's Confirmation of Compliance (*To be signed only after the completion of the work*):
 Print & Sign Name: _____ Date: _____
 Comments: _____

TO BE FILLED IN BY M&O REPRESENTATIVE UPON COMPLETION OF WORK

Please call site Work Controllers with questions or concerns: 3320 (OM); 6400 (LN); and 2135 (GI)

Contractor must schedule an inspection with the Engineering Liaison or designee for certification of wall/floor penetrations & permit closure.

Work is complete and all fire barrier penetrations are properly sealed. YES ☐ NO ☐

Work is complete and all acoustical ceiling tiles and hatches have been replaced/closed. YES ☐ NO ☐

All work has been installed in accordance with industry practice and building fire code requirements. YES ☐ NO ☐

Engineering Inspector's Name: _____ Signature: _____ Date: _____

- - - End of Section - - -